



## CTMS Structured Protocol Representation SIG Teleconference Meeting Minutes

<b>Meeting Date</b>	Tuesday, November 2, 2004																																																																					
	1-2 PM EDT																																																																					
<b>Attendees:</b>	<b>Working group coordinators:</b> Scott Finley (Booz Allen Hamilton), Harshawardhan Bal (Booz Allen Hamilton)																																																																					
	<b>Participants:</b> <table border="1"> <thead> <tr> <th>Name</th><th>Email</th><th>Center</th></tr> </thead> <tbody> <tr> <td>Andrea Hwang</td><td>ychwang@uci.edu</td><td>UC Irvine</td></tr> <tr> <td>Angela Howard</td><td>Angela.Howard@stjude.org</td><td>St. Jude Children's Research Hospital</td></tr> <tr> <td>Ann Tompkins</td><td>tompkinsa@ctep.nci.nih.gov</td><td>CTEP</td></tr> <tr> <td>Arumani Manisundaram</td><td>Manisundaram_arumani@bah.com</td><td>BAH</td></tr> <tr> <td>Becky Kush</td><td>rkush@cdisc.org</td><td>CDISC</td></tr> <tr> <td>Beverly Meadows</td><td>meadowsb@ctep.nci.nih.gov</td><td>CTEP</td></tr> <tr> <td>Cal Collins</td><td>ccollins@akazaresearch.com</td><td>Akaza Research</td></tr> <tr> <td>Christo Andonyadis</td><td>andonyac@mail.nih.gov</td><td>NCI</td></tr> <tr> <td>Donna Marlatt</td><td>Donna.s.marlatt@Dartmouth.edu</td><td>Dartmouth</td></tr> <tr> <td>Doug Fridsma</td><td>fridsma@cbmi.pitt.edu</td><td>UPMC</td></tr> <tr> <td>Harshawardhan Bal</td><td>bal_harshawardhan@bah.com</td><td>BAH</td></tr> <tr> <td>Hemant Shah</td><td>hshah@coh.org</td><td>City of Hope</td></tr> <tr> <td>John Speakman</td><td>speakman@biost.mskcc.org</td><td>Sloan-Kettering</td></tr> <tr> <td>Joyce Niland</td><td>jiland@coh.org</td><td>City of Hope</td></tr> <tr> <td>Lakshmi Grama</td><td>lgrama@mail.nih.gov</td><td>Cancer Information Products and Systems, NIH</td></tr> <tr> <td>Linda Schmandt</td><td>lms@pitt.edu</td><td>UPMC</td></tr> <tr> <td>Marsha Ketcham</td><td>mketcham@unmc.edu</td><td>University of Nebraska Medical Center</td></tr> <tr> <td>Nitin Sawhney</td><td>nitin@akazaresearch.com</td><td>Akaza Research</td></tr> <tr> <td>Oleg Shats</td><td>oshats@unmc.edu</td><td>University of Nebraska Medical Center</td></tr> <tr> <td>Robert Greenes</td><td>greenes@Harvard.edu</td><td>Harvard Medical School of Public Health</td></tr> <tr> <td>Robert Morrell</td><td>bmorrell@wfubmc.edu</td><td>Wake Forest CCC</td></tr> <tr> <td>Scott Finley</td><td>Finley_scott@bah.com</td><td>BAH</td></tr> </tbody> </table>		Name	Email	Center	Andrea Hwang	ychwang@uci.edu	UC Irvine	Angela Howard	Angela.Howard@stjude.org	St. Jude Children's Research Hospital	Ann Tompkins	tompkinsa@ctep.nci.nih.gov	CTEP	Arumani Manisundaram	Manisundaram_arumani@bah.com	BAH	Becky Kush	rkush@cdisc.org	CDISC	Beverly Meadows	meadowsb@ctep.nci.nih.gov	CTEP	Cal Collins	ccollins@akazaresearch.com	Akaza Research	Christo Andonyadis	andonyac@mail.nih.gov	NCI	Donna Marlatt	Donna.s.marlatt@Dartmouth.edu	Dartmouth	Doug Fridsma	fridsma@cbmi.pitt.edu	UPMC	Harshawardhan Bal	bal_harshawardhan@bah.com	BAH	Hemant Shah	hshah@coh.org	City of Hope	John Speakman	speakman@biost.mskcc.org	Sloan-Kettering	Joyce Niland	jiland@coh.org	City of Hope	Lakshmi Grama	lgrama@mail.nih.gov	Cancer Information Products and Systems, NIH	Linda Schmandt	lms@pitt.edu	UPMC	Marsha Ketcham	mketcham@unmc.edu	University of Nebraska Medical Center	Nitin Sawhney	nitin@akazaresearch.com	Akaza Research	Oleg Shats	oshats@unmc.edu	University of Nebraska Medical Center	Robert Greenes	greenes@Harvard.edu	Harvard Medical School of Public Health	Robert Morrell	bmorrell@wfubmc.edu	Wake Forest CCC	Scott Finley	Finley_scott@bah.com
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## Agenda

### 1. Approval of minutes

The minutes of the October 5, 2004 teleconference were approved.

### 2. Reminder about returning Survey

Linda Schmandt has circulated a survey of protocol systems and processes to the SIG members. All are reminded that it should be returned to Linda by November 5. Comments and suggestions on the survey should likewise be circulated to Linda ASAP.

### 3. Report on CTSU meeting

Scott and Sharon attended meetings of the Coalition for National Cancer Cooperative Groups (NCCG) and the Cancer Trials Support Unit (CTSU); these meetings reviewed the current state of IT, and future directions, in the coordination of support for cooperative group trials. There is a lot of interest in collaborating with caBIG, especially in the Tissue Banking and Clinical Trials workspaces. The cooperative groups plan to have a representative attend each workspace and/or SIG. Sharon will identify the individuals involved. Doug suggested we do something in the reverse direction; that we might learn quite a bit from CTSU who have many years experience trying to harmonize data across different centers. Lakshmi informed the group that she has already done some work with CTSU on their model. Doug will set up a teleconference so we can gain an understanding of the CTSU model and how to harmonize it and the caBIG structured protocol representation model. Participants will be Sharon, Donna, Lakshmi, Doug, John, Hemmant and Smita.

### 4. Report on Architecture face-to-face meeting

John was one of several SIG members who attended at least part of the recent face-to-face meeting of the Architecture cross-cutting workspace in Chicago. He reported that the meeting focused more on low-level technical issues such as data provenance, grid architecture and identity management; use cases hurriedly provided by this SIG were not discussed. This provides us an opportunity to prepare more formal use cases; it is hoped that the survey will provide us a place to start. A further conference call (participants: Arumani, Doug, Joyce John, others if interested) will be set up to discuss the use cases from this SIG.

### 5. Use case development

Discussion on this topic was postponed until the survey results are collated.

	<p><b>6. Planning for the face-to-face meeting</b></p> <p>Doug plans a very hands-on discussion involving the development of use cases. He will send the agenda to Scott within the next week, so any input and suggestions need to be received by Doug ASAP.</p> <p><b>7. Development of a glossary of terms to be used in our SIG (in association with CDISC)</b></p> <p>CDISC already have a very well-developed glossary of terms. It was decided to use this as a starting point, with the goal of incorporating any changes we need into CDISC's glossary rather than having them diverge. All SIG members are asked to review the CDISC glossary and look for additions and/or changes as needed. Smita reported that the NCCG also has a glossary – she will send it to John and Doug. John will perform an initial review of the NCCG glossary; a subsequent conference call will probably be necessary.</p>
<p><b>Next meetings</b></p>	<p><b>Next meeting: Nov 16-17 (face-to-face in Duarte, CA)</b></p>
<p><b>Action items</b></p>	<ul style="list-style-type: none"> <li>• Sharon will identify CTSU liaisons to participate in this SIG</li> <li>• Doug will organize a teleconference to discuss the CTSU model (Sharon, Donna, Lakshmi, Doug, John, Hemmant, Smita)</li> <li>• Smita will send John the NCCG Glossary</li> <li>• John will perform the first pass at harmonizing the NCCG and CDISC glossaries</li> <li>• Doug will send the face-to-face agenda to Scott</li> <li>• Doug will set up a conference call with Arumani, Joyce and John to discuss use cases.</li> </ul>